

ACT Meeting

September 5, 2006, 8:30 am
State Office Building Auditorium

Agenda

Training & Security

Vendor Setup Update

Group Gathering Policy

Internal Charge Document Processing – Issues

Electronic Forms

Federal Mass Change – CBCT

Contract Conversion Status

Requesting Changes from Systems Operations Support Team

Daily Cycles – Printing Warrants

Online Chart of Accounts

Activity in Old FINET

Conversions / Timing of Balances Conversion – Marcie Handy

Data Warehouse Status – Julia Holmes

DTS Billing Documents Processing

Payroll Document Processing and Clean Up

Status of Policy & Procedures

Setting up Budgets - Issues

FINET Calendar / Miscellaneous

Training & Security

An analysis and review of users that have been added to the FINET system compared to those who have been trained shows that out of the 1,064 users in FINET, 386 have not attended any of our training classes. Users who have not been trained are more likely to call the Help Desk, and then training takes place there rather than in class where it should take place.

As we move forward, as a security form comes into Stephanie Wilcox, she will cross check the person on the form to the training database to see if that person has been to training. If the person has not attended training then she will call the person who signed the form to ensure that form should still be processed.

Vendor Setup Update - Rick Beckstead

Group Gathering Policy – Rick Beckstead

Internal Charge Document Processing – Issues

Security

Old: The person creating the ITI could also approve the ITA if it occurred within the same department.

New: The person who creates the ITI cannot approve the ITA. This is consistent with the overall philosophy that the person creating a document should not be able to approve it. This means that if a department has been using the ITI/ITA combination internally and one person has created the ITI and also approved the ITA, they can no longer do this. If they are doing internal adjustments they should be using the IET. The IET is MUCH easier than the ITI/ITA combination.

Unchanged: The person who has approval security for the ITA can reject the document, make the necessary changes, and also approve it. Since they did not create the ITA so it is consistent with the prevailing philosophy that the same person should not initiate and approve a document.

The updated online New FINET Help includes the following changes:

ITI/ITA

- Multiple 1st party accounting lines on the ITI
 - You can include more than one ITI (1st party) accounting line by creating multiple vendor lines and associating an accounting line with each vendor line.
 - Leave all vendor information fields blank and code each accounting line with the Event Type, Line Description, Line Amount, Fund Accounting, and if desired, Detail Accounting.
 - When you copy forward to the ITA you will include at least one 2nd party accounting line with each 1st party accounting line.
- Approval Change
 - The same person cannot initiate the ITI and also approve the ITA. This is consistent with our policy that the same person should not be able to initiate and approve the same document.
- Deleting
 - An ITA can only be deleted by the Division of Finance Control Group. If the ITA has an error and must be deleted, send an email to finetcontrol@utah.gov requesting to have it deleted. Include in the email the ITA number and the reason for deleting. Note: We do not delete (discard) the ITI. It remains on the Document Catalog in submitted status.
- Timing
 - Neither ITI nor ITA information posts to FINET until the ITA document is in Submitted status.

Electronic Forms – Status

Old year, Old FINET forms (that contain chart of account elements) have now been removed from the Division of Finance web page. Several forms that reference elements in New FINET have been developed and tested and are now moving into the forms web page. Please be aware that, similar to Old FINET, not all electronic forms are present in eForms, many will still be found on the electronic forms portion of the Division of Finance website.

Federal Mass Change – New CBCT

A new page has been created to allow Departments to complete their fall Federal mass change. The page is named as it was in Old FINET, Coding Block Mass Change Table (CBCT). We are completing the testing of the change process today, and the page will be available tomorrow morning. The mass change process will then be open until October 4th.

Data in CBCT is based on a interface load from Payroll and data from Elective Charge

ID (ELCID). Once mass change is complete, data will be sent back to Payroll and reloaded into ELCID.

Contract Conversion Status – Marcie Gibboney

Requesting Changes from Systems Operations Support Team

Beginning immediately as you request additions or changes to the New FINET system (other than changes that come in on forms faxed to the Division of Finance) from the SOS team (Emalee Gonsalves, Arleen Hearld) please email the request via the FINET Control email address. In the past we've had requests sent to personal email addresses, and at times these requests have not be processed on time.

Daily Cycles – Printing Warrants

In an effort to run the New FINET system more efficiently beginning August 29th, we started running New FINET warrant print cycles daily. This means that vendor payments will be generated by the system every night, and sent out each morning, Monday through Friday.

Online Chart of Accounts

Over the past several weeks Larry Simpson has been working to make the New FINET chart of accounts available online (similar to what we had available under Old FINET). The on-line Chart of Accounts now includes the following for FY 2007:

- Balance Sheet
- Department
- Object Descriptions
- Object Summary
- Revenue Source Description
- Revenue Source Summary
- Units
- Activity
- Funcion

Activity in Old FINET

Outside of year end transaction processing and clean up by the Division of Finance Financial Reporting section transaction processing in Old FINET by Department staff should now be complete. Within the next few days, access to Old FINET will be restricted to Division of Finance staff only.

If you have an Old FINET accounting adjustment that needs to be brought to the attention of the Financial Reporting section, please call the FINET Help Desk and they will help you pass that information along.

Conversions / Timing of Balances Conversion – Marcie Handy

ABAL Conversion

Balance Sheet Account Balances Conversion

Year End Accruals – Reversals

Fixed Assets Conversion

Data Warehouse Status – Julia Holmes

DTS Billing Documents Processing

Many Interfaced DTS billing documents remain in rejected status on the New FINET document catalog. Although the chart of account coding for these documents is based on ELCID entries, most of these documents are rejecting because budgets do not exist for these ELCID entries.

Tomorrow morning a spreadsheet will be sent to all ACT members showing ELCID entries that do not have budgets. Please review the spreadsheet and setup budgets where they are needed.

Payroll document processing and clean up

The systems support team continues to work very hard to clean up the past several payroll interfaces currently in FINET. In the past we had an automated system that read each payroll transaction on the document catalog and generated an email to each responsible person notifying him or her of the errors present in their payroll transactions. We are now in the process of creating a similar process in New FINET. Until that is finished we will have been working document errors by either manually opening each transaction and identifying what has caused the document to reject and then emailing the errors to the responsible person, or we have created a spreadsheet of the transactions in error and emailing the spreadsheet to the responsible person. We've then asked the responsible person to open the document, note what is causing it to reject, make necessary changes (i.e., setting up a budget, activating a program or activity, or creating an activity or program., etc.) and then email us back when the changes have been made and the document can be resubmitted.

Status of Policy and Procedures

Setting up Budgets – Issues

Lately we've noticed that several Departments which originally set their budget levels at the group level have on occasion set up new budgets at the unit level. This inconsistency causes problems for the system (it sends a system assurance report for budgets out of balance) and for the Department. If you have group level budgets and someone creates a unit budget within that group from then on you will have to set up all your budgets at the unit level. It is important that you remain consistent when setting up budgets.

FINET Calendar

The normal schedule for FINET is to be open Monday through Friday and to also run a cycle each night Monday through Friday.

Included below are the **exceptions** to the normal FINET schedule through November 23, 2006.

- Sept 9 - **Closed Saturday** for August Month End
- Oct 7 - **Closed Saturday** for September Month End
- Oct 9 - Closed for Columbus Day Holiday
- Nov 4 - **Closed Saturday** for October Month End
- Nov 10 - Closed for Veterans Day Holiday
- Nov 23 - Closed for Thanksgiving Day Holiday

Miscellaneous

Next Meeting Date – To be announced